



STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
JUNE 2004
OPEN COMPETITIVE
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	HOURLY RANGE	MONTHLY RANGE	ANNUAL RANGE
Cancer Registrar (A)	98690	\$12.53 - \$20.01	\$2036 - \$3252	\$24,432 - \$39,024
Children’s Services Manager – Security (A)	73525	\$16.13 - \$25.49	\$2621 - \$4142	\$31,452 - \$49,704
Emergency Management Administrator 1 (E,F) (Formerly Emergency Management Administrator)	38383	\$14.80 - \$23.66	\$2405 - \$3844	\$28,860 - \$46,128
Pesticides Inspector 1 (A,C)	32242	\$11.54 - \$18.16	\$1875 - \$2951	\$22,500 - \$35,412
Pesticides Inspector 2 (A,C)	32240	\$14.18 - \$22.79	\$2305 - \$3703	\$27,660 - \$44,436
Pesticides Inspector 3 (A,C)	32243	\$16.13 - \$25.49	\$2621 - \$4142	\$31,452 - \$49,704
Psychology Director (G)	78888	900	900	900

- LEGEND**
- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective June 28, 2004.
 - B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective.
 - C - Register will be ABOLISHED and REESTABLISHED effective June 28, 2004 .
 - D - Job classification will be ABOLISHED effective.
 - E - Job classification will have a TITLE CHANGE effective June 28, 2004.
 - F - Job classification will have a change in SALARY effective June 28, 2004 .
 - G - Job classification will be converting from CAREER SERVICE to CAREER SERVICE and EXECUTIVE SERVICE effective June 28, 2004.
 - H - Job classification will have a change of Probationary Period from 6 months to 1 year.
 - I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
 - J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective May 24, 2004.
 - K - Job classification will be converting from CAREER SERVICE and EXECUTIVE SERVICE to EXECUTIVE SERVICE effective. Register will be abolished.
 - L - Monthly classification announcement correction. Job classifications converted from daily to program status effective.
 - M - A new NON-COMPETITIVE job classification will be ESTABLISHED effective.



Tennessee Department of Personnel, Authorization #319177, November, 2003. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination.

ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED. Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

CANCER REGISTRAR

SUMMARY: Under general supervision, performs cancer case monitoring and abstracting duties of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class edits and monitors cancer case data reported to the Tennessee Cancer Registry, identifies new cancer cases, and provides training to new registrars and continuing education to existing registrars.

MINIMUM QUALIFICATIONS

Certified as a Cancer Registrar by the National Cancer Registrars Association (NCRA).

OR

Letter of eligibility from the NCRA Council on Certification to sit for the Certified Tumor Registrar (CTR) examination.

The NCRA eligibility requirements are as follows:

Graduation from an accredited college or university with a degree in cancer data management or cancer registry recognized by the National Board for Certification of Registrars.

OR

Experience equivalent to one year of full-time work in the cancer registry field and graduation from an accredited college or university with a degree in one of the following allied health fields recognized by the National Board for Certification of Registrars: Physician's Assistant, Medicine/Physician, Nursing/Registered Nurse (LPN or LVN), Protocol Data Management, Health Information Management technician, Health Information Management Administrator, Radiology and Laboratory Technology, Radiation Technology, or Public Health.

OR

Experience equivalent to one year of full-time work in cancer registry and credentialed or licensed status in the following allied health fields recognized by the National Board for Certification of Registrars: Physician's Assistant, Medicine/Physician, Nursing/Registered Nurse (LPN or LVN), Protocol Data Management, Health Information Management technician, Health Information Management Administrator, Radiology and Laboratory Technology, Radiation Technology, or Public Health.

OR

Experience equivalent to two years of full-time work in the cancer registry field.

Necessary Special Qualifications: The satisfactory completion and passing of the Certified Tumor Registrar examination is required within one-year of state employment as a Cancer Registrar.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CHILDREN'S SERVICES MANAGER – SECURITY

SUMMARY: Under direction, is responsible for professional children's services security managerial work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages the security program at a state youth correctional institute. The incumbents of this class are responsible for the overall security of a state youth correctional institute including the implementation of policies and procedures.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in a social or behavioral science or other related acceptable field and experience equivalent to substantial (five or more years) of full-time increasingly responsible youth or adult security related work including, at least, two years of supervisory experience and one year of correctional security experience; qualifying full-time experience in security work may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in a social or behavioral science or other related acceptable field may be substituted for the required non-specialized experience, on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: Applicants must have a good moral character as determined by an investigation (TCA 41-1-116) and must have no conviction for a felony.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

EMERGENCY MANAGEMENT ADMINISTRATOR 1

SUMMARY: Under general supervision, is responsible for professional emergency management administrative work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages the Operations section or the Planning section of the Tennessee Emergency Management Agency. This class differs from Emergency Management Administrator 2 in that an incumbent of the latter performs work of greater scope in managing the Logistics section, the Response and Recovery section, or a regional office of the Tennessee Emergency Management Agency.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time experience in one or a combination of the following: (1) emergency management work, including but not limited to, response and recovery, planning, programs, operations, preparedness, mitigation, or hazardous materials work, of which one year must be supervision or coordination, or (2) supervision of law enforcement, fire fighting, emergency medical services personnel, natural resources protection, or military planning and communications at a rank of E-7 or higher.

Substitution of Experience for Education: Qualifying full-time emergency management work, or supervision of law enforcement, fire fighting, emergency medical services, natural resources protection, or military planning and communication at a rank of E-7 or higher may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in Emergency Systems Management, Emergency Administration and Planning, Crisis and Disaster Management, or a related Emergency Management field may be substituted for the required experience on a year-for-year basis to a maximum of two years, there being no substitution for the one year of full-time supervisory or coordination work.

OR

Graduation from an accredited college or university with a bachelor's degree in Emergency Systems Management, Emergency Administration and Planning, Crisis and Disaster Management, or a related Emergency Management field and experience equivalent to two years of full-time work in one or a combination of the following: (1) emergency management work, of which one year must be supervision or coordination work, or (2) supervision of law enforcement, fire fighting, emergency medical services personnel, natural resources protection, or military planning and communications at a rank of E-7 or higher.

OR

Graduation from an accredited college or university with a associate's degree in Emergency Systems Management, Emergency Administration and Planning, Crisis and Disaster Management, or a related Emergency Management field and experience equivalent to three years of full-time work in one or a combination of the following: (1) emergency management work, of which one year must be supervision or coordination work, or (2) supervision of law enforcement, fire fighting, emergency medical services personnel, natural resources protection, or military planning and communications at a rank of E-7 or higher.

Necessary Special Qualifications: An employee in this classification must possess a valid driver's license. An employee in this classification must pass a federal security clearance. Within six months of employment, an employee in this class must become qualified as a TEMA Hazardous Materials Technician. An employee in this class must successfully complete an annual firearm training program of at least eight hours duration as required by Tennessee Code Annotated 39-17-1315.

In addition, an employee in this classification must meet all the requirements stated in the Tennessee Code Annotated 58-2-202 within six months of employment. These requirements include, but are not limited to, the following:

The employee must:

1. Successfully complete a course of study approved by the Tennessee Public Safety Committee.
2. Be at least 18 years of age.
3. Be a citizen of the United States.
4. Not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances.
5. Not have been released or discharged under any other than an honorable discharge from any of the armed forces of the United States.
6. Have fingerprints on file with the Tennessee Bureau of Investigation.
7. Have passed a physical examination by a licensed physician.
8. Have good moral character as determined by a thorough investigation conducted by the employing agency.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PESTICIDES INSPECTOR 1

SUMMARY: Under general supervision, performs inspection, investigation, monitoring, and enforcement work of routine difficulty involving State and Federal pesticides laws and regulations; State and Federal feed, seed, fertilizer, and agricultural lime laws and regulations; and pest control laws and regulations; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Pesticides Inspection sub-series. An employee in this class learns to inspect and monitor the manufacture, distribution, application, product labeling, packaging, storage, sales proceedings and licensing of pesticides. An employee in this class also learns to inspect, sample, and monitor the manufacture and distribution of feed, seed, fertilizer, and agricultural lime products. This class differs from Pesticides Inspector 2* in that an incumbent of the latter functions at the working level.

* An Applicant appointed to this flexibly staffed class will be reclassified to Pesticides Inspector 2 after successful completion of a mandatory two year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in a biological, chemical, or agricultural science.

Substitution of Experience for Education: Qualifying full-time experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of four years: (1) the enforcement of environmental pollution laws or regulations, which may include pesticides inspection; feed, seed, and fertilizer inspection; or insect control; (2) the application, manufacture, or sales of commercial pesticides; (3) the inspection or development of regulations for the distribution of agricultural/horticultural plants; (4) professional research or post-secondary education in the agricultural or biological sciences; or (5) the management or supervision of a farm or farming operation primarily engaged in the cultivation of vegetables, fruit, or other horticultural crops (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time work in one or a combination of the following: (1) the enforcement of environmental pollution laws or regulations, which may include pesticides inspection, feed, seed, and fertilizer inspection, or insect control; (2) the application, manufacture, or sales of commercial pesticides; (3) the inspection of agricultural or horticultural plants; (4) professional research or post-secondary education in the agricultural or biological sciences; or (5) the management or supervision of a farm or farming operation primarily engaged in the cultivation of vegetables, fruit, or other horticultural crops.

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

PESTICIDES INSPECTOR 2

SUMMARY: Under general supervision, performs inspection, investigation, monitoring, and enforcement work of average difficulty involving State and Federal pesticides laws and regulations; State and Federal feed, seed, fertilizer, and agricultural lime laws and regulations; and pest control laws and regulations; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Pesticides Inspection sub-series. An employee in this class inspects and monitors the manufacture, distribution, application, product labeling, packaging, storage, sales proceedings and licensing of pesticides. An employee in this class also inspects, samples, and monitors the manufacture and distribution of feed, seed, fertilizer, and agricultural lime products. This class differs from Pesticides Inspector 1* in that an incumbent of the latter functions at the entry level. This class differs from Pesticides Inspector 3 in that an incumbent of the latter functions as an area supervisor.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in a biological, chemical, or agricultural science and experience equivalent to two years of full-time work in one or a combination of the following: (1) the enforcement of environmental pollution laws or regulations, which may include pesticides inspection; feed, seed, and fertilizer inspection; or insect control; (2) the application, manufacture, or sales of commercial pesticides; (3) the inspection or development of laws or regulations for the distribution of agricultural/horticultural plants; (4) professional research or post-secondary education in the agricultural or biological sciences; or (5) the management or supervision of a farm or farming operation primarily engaged in the cultivation of vegetables, fruit, or other horticultural crops.

Substitution of Experience for Education: Qualifying full-time experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of four years: (1) the enforcement of environmental pollution laws or regulations, which may include pesticides inspection, feed, seed, and fertilizer inspection, or insect control; (2) the application, manufacture, or sales of commercial pesticides; (3) the inspection or development of regulations for the distribution of agricultural/horticultural plants; (4) professional research or post-secondary education in the agricultural or biological sciences; or (5) the management or supervision of a farm or farming operation primarily engaged in the cultivation of vegetables, fruit, or other horticultural crops (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Education for Experience: Additional graduate coursework in a biological, chemical, or agricultural science may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time work in one or a combination of the following: (1) the enforcement of environmental pollution laws or regulations, which may include pesticides inspection, feed, seed, and fertilizer inspection, or insect control; (2) the application, manufacture, or sales of commercial pesticides; (3) the inspection of agricultural or horticultural plants; (4) professional research or post-secondary education in the agricultural or biological sciences; or (5) the management or supervision of a farm or farming operation primarily engaged in the cultivation of vegetables, fruit, or other horticultural crops.

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

PESTICIDES INSPECTOR 3

SUMMARY: Under general supervision, performs supervisory investigation, inspection, and enforcement work or pesticide program work of average difficulty involving the enforcement of State and Federal pesticides laws and regulations; State and Federal feed, seed, fertilizer, and agricultural lime laws and regulations; and pest control laws and regulations; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class either supervises pest control inspection activities within an assigned geographical area or manages one or more statewide pesticide specialty programs. This class differs from that of Pesticides Inspector 2* in that an incumbent of the latter functions at the working level. This class reports to and differs from that of Pesticides Administrator in that the incumbent of the latter plans, administers, and coordinates the statewide enforcement of all pesticide, feed, seed, fertilizer, agricultural lime, and pest control laws and regulations.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in a biological, chemical, or agricultural science and experience equivalent to three years of full-time work in one or a combination of the following: (1) the enforcement of environmental pollution laws or regulations, which may include pesticides inspection; feed, seed, and fertilizer inspection; or pesticides control; (2) the application, manufacture, or sales of commercial pesticides; (3) the inspection or development of laws or regulations for the distribution of agricultural/horticultural plants; (4) professional research or post-secondary education in the agricultural or biological sciences; or (5) the management or supervision of a farm or farming operation primarily engaged in the cultivation of vegetables, fruit, or other horticultural crops.

Substitution of Experience for Education: Qualifying full-time experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of four years: (1) the enforcement of environmental pollution laws or regulations, which may include pesticides inspection, feed, seed, and fertilizer inspection, or insect control; (2) the application, manufacture, or sales of commercial pesticides; (3) the inspection or development of regulations for the distribution of agricultural/horticultural plants; (4) professional research or post-secondary education in the agricultural or biological sciences; or (5) the management or supervision of a farm or farming operation primarily engaged in the cultivation of vegetables, fruit, or other horticultural crops (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Education for Experience: Additional graduate coursework in a biological, chemical, or agricultural science may be substituted for the required experience, on a year-for-year basis, to a maximum of one year (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience, there being no substitution for the required specific experience).

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time work in one or a combination of the following: (1) the enforcement of environmental pollution laws or regulations, which may include pesticides inspection, feed, seed, and fertilizer inspection, or insect control; (2) the application, manufacture, or sales of commercial pesticides; (3) the inspection of agricultural or horticultural plants; (4) professional research or post-secondary education in the agricultural or biological sciences; or (5) the management or supervision of a farm or farming operation primarily engaged in the cultivation of vegetables, fruit, or other horticultural crops.

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

PSYCHOLOGY DIRECTOR

SUMMARY: Under direction, is responsible for professional psychological work of unusual difficulty and managerial and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class acts as director of psychological services at a major mental health institute, mental retardation training center, or correctional facility. As director, an incumbent in this class also participates as an integral member of the management staff in development of a coordinated effort of treatment at the facility to which assigned. This class differs from that of Psychologist in that an incumbent of the latter performs work of lesser scope and responsibility and would normally report to an employee in this class. An employee in this class would receive supervision from a person at the level of assistant superintendent or associate warden.

MINIMUM QUALIFICATIONS

Education and Experience: Possession of a doctorate in psychology or other acceptable area from an accredited university and experience equivalent to three years of work as a professional psychologist.

Necessary Special Qualifications: Licensure or a temporary permit as a psychologist with the State of Tennessee is required at the time of employment and must be maintained for the duration of the one year probationary period; licensure as a psychologist with the State of Tennessee is required by the end of the probationary period.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.